



NATIONAL ENDOWMENT FOR THE

Humanities

DIVISION OF RESEARCH PROGRAMS

PUBLIC SCHOLAR PROGRAM

Online applications will be accepted through March 3, 2015 (for projects beginning as early as October 1, 2015).

Applicants will be notified of the decision by e-mail in early August 2015.

Catalog of Federal Domestic Assistance (CFDA) Number: 45.160

Item referred to in this document needed to complete your application:

- ☐ Grants.gov application package and instructions

Also see the **application checklist** at the end of this document.

Type of award

The Public Scholar program supports fellowships for continuous full-time work for a period of six to twelve months. Successful applicants receive a stipend of \$4,200 per month. The maximum stipend is \$50,400 for a twelve-month period.

Questions?

Contact NEH's Division of Research Programs at 202-606-8200 or publicscholar@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Submission via Grants.gov

All applications to this program must be submitted via Grants.gov. We strongly recommend that you complete or verify your registration at least two weeks before the application deadline, as it takes time for your registration to be processed.

I. Program Description

The Public Scholar program supports well-researched books in the humanities intended to reach a broad readership. Although humanities scholarship can be specialized, the humanities also strive to engage broad audiences in exploring subjects of general interest. They seek to deepen our understanding of the human condition as well as current conditions and contemporary problems. The Public Scholar program aims to encourage scholarship that will be of broad interest and have lasting impact. Such scholarship might present a narrative history, tell the stories of important individuals, analyze significant texts, provide a synthesis of ideas, revive interest in a neglected subject, or examine the latest thinking on a topic. Books supported by this program must be grounded in humanities research and scholarship. They must address significant humanities themes likely to be of broad interest and must be written in a readily accessible style. Making use of primary and/or secondary sources, they should open up important and appealing subjects for wider audiences. The challenge is to make sense of a significant topic in a way that will appeal to general readers.

By establishing the Public Scholar program, NEH enters a long-term commitment to encourage scholarship in the humanities for general audiences. In the early rounds of the competition, NEH especially welcomes applicants who are in the writing stages of their projects or who already have a commitment from a publisher. However, the Public Scholar program also supports projects in the early stages of development. The program is open to both individuals affiliated with scholarly institutions and independent scholars.

Upon completion of their book projects, Public Scholar fellowship recipients will be expected to participate in public events, such as serving as keynote speakers at conferences and offering public lectures at book festivals, library and museum programs, or other events aimed at reaching broad audiences. Additional NEH support for such events may become available.

Public Scholar fellowships may not be used for

- projects that seek to promote a particular political, religious, or ideological point of view;
- projects that advocate a particular program of social action;
- specific policy studies;
- research for doctoral dissertations or theses by students enrolled in a degree program;
- dissertation revision projects;
- the preparation or revision of textbooks;
- curriculum development;

- the development of teaching methods or theories;
- educational or technical impact assessments;
- empirical social science research;
- works in the creative and performing arts (for example, painting, writing fiction or poetry, dance performance, etc.);
- the writing of guide books, how-to books, and self-help books;
- the writing of books for children or young adults; or
- translations.

The Common Good: The Humanities in the Public Square

NEH invites projects related to its new initiative, The Common Good: The Humanities in the Public Square. This initiative seeks to connect the study of the humanities to the current conditions of national life. Many of today's challenges require more than ever the forms of understanding and knowledge represented by the humanities. They require the broadest possible engagement of scholars and the public with the resources of the humanities, including but not limited to the study of language, literature, history, philosophy, comparative religion, and ethics. The study of the humanities can help illuminate the complexity of many contemporary challenges while enriching our understanding of the common good.

More information about this special initiative is available in a [speech by NEH Chairman William "Bro" Adams](#).

Standing Together: The Humanities and the Experience of War

NEH also welcomes proposals for projects that focus on the history, experience, or meaning of war and military service. Humanities disciplines such as history, literature, philosophy, and the study of religion can deepen our understanding of war and military service both historically and in our own time. The study of the humanities can also lend perspective to veterans' understanding of their military service and can facilitate veterans' return to civilian life. All projects supported by NEH must be informed by scholarship and insights from the humanities.

More information about this special initiative is available [here](#).

All applications will be given equal consideration in accordance with the program's evaluation criteria, whether or not they respond to the Common Good or Standing Together initiative.

Providing access to grant products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH grant products. For the

Public Scholar program, products might be issued as printed books (paperback or hardbound), e-books, audiobooks, or (ideally) in all these formats.

II. Award Information

The Public Scholar program supports fellowships for periods lasting from six to twelve months at a stipend of \$4,200 per month. The maximum stipend is \$50,400 for a twelve-month period. Applicants should request award periods that suit their schedules and the needs of their projects. Requesting an award period shorter than twelve months will not improve an applicant's chances of receiving a fellowship.

Recipients may begin their awards as early as October 1, 2015, and no later than September 1, 2016.

The award period must be **full-time** and **continuous**. Other major activities may not be undertaken during the fellowship period.

Grantees agree that they will allow NEH, in consultation with their publishers, to post excerpts from their books on the NEH website and/or in *Humanities* magazine.

Prospective applicants who have questions are encouraged to contact NEH staff at 202-606-8200 or publicscholar@neh.gov.

Cost sharing and indirect costs

Public scholar fellowships are awarded to individuals, not to institutions. They do not require cost sharing and do not include indirect costs.

III. Eligibility

The Public Scholar program accepts applications from individuals, whether they have an affiliation with a scholarly institution or not.

Applicants must have previously published a book or monograph with a university or commercial press, or articles and essays that reach a wide readership. Applicants should list these publications on their résumés.

Applications that violate the format instructions (including length limits) will not be reviewed. Late, incomplete, or ineligible applications will also not be reviewed.

Citizenship

All U.S. citizens, whether they reside inside or outside the United States, are eligible to apply. Foreign nationals who have been living in the United States or its jurisdictions for at least the three years prior to the application deadline are also eligible.

Currently enrolled students

While applicants need not have advanced degrees, individuals currently enrolled in a degree-granting program are ineligible to apply.

Dissertation revisions

Applicants may not request funding for projects based on completed dissertations.

Projects previously supported by NEH Fellowships

An applicant may apply for funding for a project that has previously received an NEH Fellowship or Summer Stipend. NEH will ask evaluators to review the accomplishments from the prior fellowship or stipend and determine if the project is likely to result in a book manuscript of broad interest to a general audience.

An NEH grant for one stage of a project does not commit NEH to continued support for the project. Applications for each stage of a project are evaluated independently.

Concurrent grants from other organizations

Recipients of NEH Public Scholar fellowships may simultaneously hold fellowships or grants from institutions other than NEH in support of the same project during their award period. They may also have an advance from a publisher.

Collaborative projects

The Public Scholar program is designed primarily for individual researchers. Awards may not be divided. If you are seeking funding for a co-author, each person must submit a separate application specifying the individual contribution. Panelists will be asked to evaluate each application on its own merits. Each application should clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other. Applicants who are seeking funding only for themselves but who are working as part of a collaborative team are eligible. In this case, too, the application should clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other. Scholars who are working as part of a collaborative team should consider applying for an NEH [Collaborative Research](#) grant for the larger project.

Multiple applications

Applicants may compete concurrently in the following programs for individuals in a given year:

- [Fellowships](#);
- [Summer Stipends](#);
- NEH and National Science Foundation - [Fellowship Program for Documenting Endangered Languages \(DEL\)](#);
- Japan-United States Friendship Commission (JUSFC) - [Fellowship Program for Advanced Social Science Research on Japan](#); and
- Library of Congress (LOC) - [John W. Kluge Center Fellowships](#).

Successful Public Scholar applicants who plan research at the Library of Congress may be offered a jointly funded NEH-LOC Kluge Center Fellowship.

Applicants may receive only one NEH individual award in the federal fiscal year 2016 (October 1, 2015-September 30, 2016).

IV. Application and Submission Information

Applications must be submitted before 11:59 p.m. (Eastern Time) on March 3, 2015. All applicants must submit their proposals by means of an individual account at Grants.gov, the central federal government portal for all grant applications.

NEH suggests that you submit your application as early as possible, but not later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.

A. HOW TO PREPARE YOUR APPLICATION

Before beginning, applicants should review the evaluation criteria listed below in Section V and consult the Frequently Asked Questions document (which is available on the [program resource page](#)).

NEH staff is not able to read and comment on draft proposals. However, potential applicants may discuss with staff specific concerns or questions that arise during the preparation of their proposals. Contact NEH's Division of Research Programs at 202-606-8200 or publicscholar@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Once an application has been submitted, staff will not comment on it except with respect to issues of completeness and eligibility. All applications must be downloaded, completed, and submitted via Grants.gov. Your application should include the following parts.

1. Narrative—Not to Exceed Five Single-Spaced Pages

The narrative should provide an intellectual justification for your project, addressing the four areas listed below: the intellectual significance of the project for general audiences; work plan; competencies, skills, and access; and final product and dissemination. A simple statement of need or intent is insufficient. The narrative should not assume specialized knowledge and should be free of technical terms and jargon.

Applicants should format single-spaced pages with one-inch margins and with a font size no smaller than eleven point. Applications exceeding the page limit or violating the format instructions will not be reviewed.

- *Significance and contribution*

Describe the significance and appeal of the proposed project for general audiences. Explain why your topic matters, and why it will be of interest to general readers. Provide an overview of the project, explaining its scope and the basic ideas, problems, questions, texts, people, and/or events that it will explore.

Discuss the project's scholarly basis, and how you will convey this scholarship to general audiences.

- *Work plan*

Describe your research and specify the part or stage of the project that will be supported by the fellowship. Provide a work plan describing what will be accomplished during the award period. Your work plan must be based on a full-time commitment to the project; part-time work is not allowed. Provide a chapter outline for your book, with brief indications of each chapter's contents. Such an explanation is particularly important when a chapter title does not clearly indicate the contents of the chapter.

- *Competencies, skills, and access*

Explain your competence in the area of your project, and describe your experience in conveying scholarship to a broad audience. If the subject is new to you, explain your reasons for working in it and your qualifications to do so. Specify the level of competence in any language or skills needed for the study. Describe where the study is being conducted and what research materials (primary and/or secondary) are being used. If relevant, specify the arrangements for access to archives, collections, or institutions that contain the necessary resources.

- *Final product and dissemination*

Explain how you plan to couch the contents of the book to appeal to a broad audience. Describe the audience(s) you aim to reach and discuss why your treatment of the subject is appropriate to the subject matter and audience. Describe the plans that you and your publisher (if you already have one) have developed for disseminating and marketing the book.

2. Bibliography—Not to Exceed One Single-Spaced Page

The bibliography should consist of primary and/or secondary sources that relate directly to the project. Evaluators will use the bibliography to assess your knowledge of the subject area and the relevant research methodology. Any standard format is acceptable. Items referenced in the narrative need not appear in the bibliography.

3. Résumé—Not to Exceed Two Single-Spaced Pages

Your résumé should provide the following:

- *Current and Past Positions.*
- *Education:* List degrees, dates awarded, and titles of theses or dissertations.
- *Awards and Honors:* Include dates. If you have received prior support from NEH, indicate the dates of these grants and the publications that resulted from them.

- *Publications*: Include full citations for publications and presentations.
- *Other Relevant Professional Activities and Accomplishments*.

4. **Writing sample**

Applicants must submit a writing sample consisting of twenty to twenty-five double-spaced pages. It is best to provide a draft chapter of the proposed book, or a partial chapter. If a draft chapter is not available, a writing sample in the style of the proposed books is acceptable.

5. **Publisher's letter of interest or commitment (if applicable)**

Applicants who have already explored publication arrangements are encouraged to submit a letter of interest or commitment from a publisher. The letter should be from a press official. Letters of commitment should indicate the physical format(s) planned for the book, dissemination plans, and print-run expectations.

6. **Letters of recommendation**

Applicants are asked to solicit two letters of reference. Referees' letters should speak directly to the evaluation criteria and to the applicant's ability to write effectively for a broad audience. Provide the names, e-mail addresses, and affiliations for your two reference letter writers on the NEH Supplemental Information for Individuals Form. Please supply only **one** e-mail address for each referee in the relevant field. (The form is explained below, in the instructions for Form III.) Approximately seven days after the deadline, NEH will send requests to your letter writers, asking them to submit their letters online. Letters must be submitted online not later than March 24, 2015.

B. HOW TO SUBMIT YOUR APPLICATION VIA GRANTS.GOV

All applications must be submitted via Grants.gov. NEH does not accept applications by e-mail or fax. What follows is a step-by-step guide for submitting your NEH Public Scholar application through Grants.gov.

To assist applicants, Grants.gov provides a helpful [troubleshooting page](#).

STEP 1: Register with Grants.Gov

NEH strongly recommends that you complete your registration at least two weeks before the application deadline.

If you are registering with Grants.gov for the first time as an individual applicant, go to <https://apply07.grants.gov/apply/IndCPRegister> and enter this Funding Opportunity Number:

20150303-FZ

When you are completing the registration form, the Grants.gov system should automatically fill in the box for the DUNS number with a code such as INDV00000. Do not attempt to change this code (for example, by entering the DUNS number of your institution).

Applicants who have already registered at Grants.gov as individuals need not re-register to submit their proposals. We encourage you, however, to check your account ahead of the deadline to confirm that it is still active and that your password has not expired.

Please be certain to use a Grants.gov individual account to submit your application. The Grants.gov system will not allow you to submit a Public Scholar application through an institutional account.

If you have problems registering with Grants.gov, contact the Grants.gov help desk at 1-800-518-4726 or support@grants.gov.

Applicants who lose their username and password can request a reminder at <https://apply07.grants.gov/apply/login.faces?userType=applicant&cleanSession=1>.

STEP 2: Download the Current Version of the Free Adobe Reader

To fill out your application, you will need to download and install the latest version of Adobe Reader, which is available at no charge and is compatible with both PCs and Apple computers. Using older versions of Adobe Reader, or other readers such as Apple Preview, will prevent your application from being processed properly. To download the Adobe Reader or update the Reader already installed on your computer, go to www.adobe.com. Click on “Adobe Reader” under “Download” and then click on “Install now.” Once installed, this software will enable you to view and fill out Grants.gov application packages for any federal agency.

STEP 3: Download the Application Package

To submit your application, you will need to download the application package from the Grants.gov website. (To ensure that your browser is fully compatible with the Grants.gov website, check this [list](#).) You can download the application package at any time. (You do not have to wait for your Grants.gov registration to be complete.) A link to the Grants.gov application package can be found on the [program resource page](#).

Save the application package to your computer’s hard drive. Like any other file on your computer, the NEH Public Scholar application can be selected, opened, and saved; you do not have to be online to work on it. You can save your work by clicking the “Save” button at the top of the screen.

STEP 4: Prepare the Application Forms

The application package contains three forms that you must complete in order to submit your application:

- **Form I: Application for Federal Domestic Assistance - Individual Form**—this Grants.gov form asks for basic information about the project and the applicant.
- **Form II: Attachments Form**—this Grants.gov form allows you to attach the components of your application: the narrative, the bibliography, the résumé, the writing sample, and (if applicable) a publisher’s letter of interest or commitment.

- **Form III: NEH Supplemental Information for Individuals Form**—this NEH form asks for professional and institutional information about you and your reference-letter writers.

Form I: How to Fill Out the Application for Federal Domestic Assistance - Individual Form

In the “Application Filing Name” field that appears upon opening the application package, type your name.

Click on Application for Federal Domestic Assistance - Individual Form to open the form.

You may disregard items 1-4 on the form:

- 1. Name of Federal Agency:** This is filled in automatically.
- 2. Catalog of Federal Domestic Assistance Number:** This is filled in automatically.
- 3. Date Received:** Please leave blank.
- 4. Funding Opportunity Number and Title:** Both are filled in automatically.

Provide the following information for items 5-7:

5. Applicant Information (includes the following sections):

- “Name and Contact Information.” Provide your name, telephone number, **e-mail address**, and mailing address. **Note:** You must include an e-mail address in the “Email” field, even though it is not highlighted as a required field. NEH will use this e-mail address to notify you of the outcome of your application.
- “Address.” Provide your mailing address. **Note:** Your ZIP code must include the four-digit extension, preceded by a hyphen. If you do not know your four-digit extension, use “-0000” (four zeros).
- “Citizenship Status.” Indicate with an “X.”
- “Congressional District of Applicant.” Enter the number (just the number, not the state) of your Congressional district. To find the number of your Congressional district, visit the House of Representatives website at <http://www.house.gov> and type your ZIP code into the “Find Your Representative” tool. If you do not have a Congressional district (that is, you are in a state or U.S. territory that does not have districts or you are in a foreign country), enter a “0” (zero). If you live in one district but your institution is in another, provide the number for the district in which you live.

6. Project Information (includes the following sections):

- “Project Title.” Enter this, even though the field is not highlighted. The title should be brief (not more than 125 characters), descriptive, and informative to a nonspecialist audience. Note that NEH reserves the right to change the titles of projects that receive awards.

b. “Project Description.” Describe your project for a nonspecialist audience, stating the importance of the proposed work to larger issues in the humanities. **Do not exceed one thousand characters, including spaces.**

Note 1: If you exceed one thousand characters, including spaces, the Grants.gov validation software may reject your application or cut off your project description at the thousand-character limit.

Note 2: Because of a programming error, the Grants.gov software governing the Project Description field converts every curved (or “curly”) apostrophe and quotation mark and every special character into a string of three question marks. Although these extraneous question marks do not affect the evaluation of your proposal, they may put your character count over the limit. There are two solutions. Either a) retype all apostrophes, quotation marks, and special characters after copying-and-pasting the text of your project description in the Project Description field, or b) type, rather than copy-and-paste, your entire project description in the field.

c. “Proposed Project.” Enter the starting and ending dates for your project. You may change these dates if you receive an award. You may also shorten the award period, but you may not lengthen it.

7. Signature: Click on the “I Agree” box.

Click on the “Save” button at the top of the form to save your work and return to the main menu.

Form II: How to Use the Attachments Form

Using the same procedure you have used for Form I, open the form and complete it.

The component parts of your application must be attached to the Attachments Form in Portable Document Format (PDF). NEH cannot accept attachments in their original word processing, graphic, or spreadsheet formats. If you do not have access to software to convert your files into PDFs, [many available low-cost and free software packages](#) will do so.

When you open the Grants.gov Attachments Form, you will find fifteen attachment buttons, labeled “Attachment 1” through “Attachment 15.” By clicking on a button, you will be able to choose the file from your computer that you wish to attach. You must name and attach your files in the proper order, as listed below:

ATTACHMENT 1: To this button, please attach your project **narrative**. Name the file “narrative.pdf”.

ATTACHMENT 2: To this button, please attach your **bibliography**. Name the file “bibliography.pdf”.

ATTACHMENT 3: To this button, please attach your **résumé**. Name the file “resume.pdf”.

ATTACHMENT 4: To this button, please attach your **writing sample**. Name the file “writingsample.pdf”.

ATTACHMENT 5: To this button, please attach your **publisher's letter of interest or commitment** (if applicable). Name the file "publisherletter.pdf."

Note: To ensure that NEH's system does not reject your application after it has been retrieved from Grants.gov, check that your attachments meet the following requirements:

1. All attachments must be in PDF format.
2. Attachments must be in the specified order and must use the specified names.
3. Attachments must not exceed the specified length limitations.
4. No attachments other than those specified above may be included.

Form III: How to Fill Out the NEH Supplemental Information for Individuals Form

Using the same procedure you have used for Forms I and II, open the form and provide the following information:

- *Field of Project:* Using the drop-down menu, indicate the field(s) of your project. You may select one, two, or three fields. If you select more than one, list the primary field first.
- *Project Director Field of Study:* Using the drop-down menu, choose the field of study that best describes your area of expertise.
- *Address Information:* Please indicate whether the address that you have given on the Application for Federal Domestic Assistance - Individual form is your home or work address.
- *Institutional Affiliation:* If you are not affiliated with an institution, please click "No" and continue to the Status section. If you are affiliated with an institution, please complete the information for that institution. Applicants are strongly encouraged to include their institution's DUNS number and TIN/EIN number. These numbers are generally provided by an institution's sponsored research office and greatly improve efficiency when your application is being processed.
- *Status:* Indicate if you are a junior scholar or a senior scholar. Junior scholars are defined as those who are seven years or fewer beyond their final degree; senior scholars are defined as those who are eight years or more beyond their final degree.
- *Reference Letters:* Provide the names, e-mail addresses, and affiliations for your two recommenders. **Enter only one e-mail address for each letter writer.** (Applicants are responsible for providing accurate e-mail addresses. The NEH system will use the addresses exactly as they have been entered on this form.) About seven days after the deadline, NEH will e-mail requests to the two recommenders, with instructions for submitting their letters online. Applicants are responsible for ensuring that their recommenders have received these requests and that the letters are properly submitted. (For additional information, see the "Checking the Status of Your Letters of Reference" section below.) To ensure full consideration, letters must be submitted online **not later**

than March 24, 2015. Late letters will be added to your file when they arrive, but it is possible that evaluators will not take them into account.

Applicants are responsible for providing referees with relevant materials (such as a draft of the application). Letters of reference are more highly regarded if they address the specific proposed activity and the candidate's ability to undertake it.

Missing reference letters will not disqualify an application from review.

- *Nominating Official:* Please leave this section blank.

STEP 5: Upload Your Application to Grants.Gov

When you have completed the Application for Federal Domestic Assistance - Individual Form and the NEH Supplemental Information for Individuals Form and attached the component parts of your application to the Attachments Form, follow these steps:

1. Save your work by clicking the "Save" button at the top of the application package.
2. Click the "Check Package for Errors" button to ensure that you have completed all the fields on the Application for Federal Domestic Assistance - Individual Form.
3. Correct any errors; if none are found, again click the "Save" button. This will activate the "Save and Submit" button.
4. To submit your application, click the "Save and Submit" button. Your computer will automatically connect to the Internet, and the Grants.gov Applicant Login page will appear. Supply your username and password (see STEP 1 above), and click the "Login" button.
5. A Security Warning pop-up box will appear. Click on "Allow."
6. The Grants.gov Application Submission Verification and Signature page will appear. Click on the "Sign and Submit Application" button.
7. Another Security Warning pop-up box will appear. Click on "Allow." Your application package will be uploaded to Grants.gov. When you receive e-mail confirmation of your submission from Grants.gov (generally, this occurs within two minutes), you may exit the program.

Note: If you find that you need to make a change to your application after you have submitted it, you may do so any time before the application deadline. Simply submit the corrected version through Grants.gov. All submissions are time-stamped, and NEH will keep only your most recent one.

After you submit your application, you should receive four e-mail messages confirming receipt of your application. To ensure that your application is properly processed, please verify that you have received all four confirmations:

1. Grants.gov Submission Receipt;
2. Grants.gov Submission Validation Receipt;
3. Grants.gov Grantor Agency Retrieval Receipt; and
4. Grants.gov notification that NEH has received your application

These e-mail messages are from Grants.gov and are normally sent within twenty-four hours of the submission; delays can, however, occur when system usage is heavy. Each message includes your application's Grants.gov tracking number, and the fourth one additionally provides your NEH application number, which is different from your Grants.gov tracking number. Keep these messages for your records.

If you do not receive all four messages from Grants.gov, or if any of the messages indicates that the application has been rejected, contact Grants.gov (www.grants.gov) at 1-800-518-GRANTS (4726) or support@grants.gov. Include the Grants.gov tracking number in correspondence regarding the application.

If your application is rejected at NEH for reasons such as its use of invalid file types (any non-PDF format, including .doc and .rtf, is invalid), the fourth message will indicate this. In this case you will also receive an additional rejection notice directly from NEH.

You will need both your Grants.gov tracking number and your NEH application number in order to send reminder e-mail messages to your referees if that should be necessary.

DEADLINES

Applications to the NEH Public Scholar program must be received by Grants.gov by 11:59 p.m. Eastern Time on March 3, 2015. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

Checking the Status of Your Letters of Reference

You will be notified by e-mail when each of your letters of reference has been received. After you have received your NEH confirmation receipt, you may also check the status of your letters by logging in to [the secure area of NEH's website](#). Enter your NEH application number and your Grants.gov tracking number. You will be able to see the names and e-mail addresses of your letter writers and whether their letters have arrived. If necessary, you may send reminders to your letter writers (including the upload link) from this site.

V. Application Review

Evaluators are asked to apply the following five criteria when judging the quality of applications.

1. The intellectual significance and appeal of the proposed book for general readers.
2. The applicant's record of research and experience in interpreting the humanities for general audiences.
3. The quality of the conception, definition, organization, and description of the project; and the breadth and depth of the humanities research underlying the project.
4. The quality of the writing sample and the applicant's clarity of expression.
5. The feasibility of the proposed plan of work, the soundness of the dissemination plan, and the likelihood that the applicant will complete the book manuscript.

Review and selection process

All applications receive peer review. Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available [here](#).

VI. Award Administration Information

Award notices

Applicants will be notified of the results of their applications by e-mail in early August 2015. Notice will be sent to the e-mail address supplied in the application. All applicants may obtain the evaluations of their applications by sending an e-mail message to publicscholar@neh.gov.

Award conditions

Before submitting an application, applicants should review [NEH's Research Misconduct Policy](#).

The requirements for awards are contained in the [General Information on NEH Fellowships](#) and any specific terms and conditions contained in the award document.

Reporting requirements

A final performance report will be due within ninety days after the award ending date. This report must be submitted electronically via [eGMS](#), NEH's online grant management system. Instructions for preparing the final report are available in eGMS.

A final financial report is not required.

VII. Points of Contact

If you have questions about the program, contact:

Division of Research Programs
National Endowment for the Humanities
Washington, DC 20506
202-606-8200
publicscholar@neh.gov

If you need help using Grants.gov, refer to

Grants.gov: www.Grants.gov
Grants.gov help desk: support@grants.gov
Grants.gov customer support tutorials and manuals:
<http://www.grants.gov/web/grants/applicants/applicant-resources.html>
Grants.gov support line: 1-800-518-GRANTS (4726)
Grants.gov [troubleshooting tips](#)

VIII. Other Information

Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

APPLICATION CHECKLIST

- **Verify your registration or register with Grants.gov.** Complete at least two weeks before the deadline.
- **Download the application package from Grants.gov.** The [program resource page](#) on NEH's website has a direct link to the package. You can also search Grants.gov for this program. (Note that Grants.gov tells you to download the "application instruction" as well as the "application package." The "application instruction" is this document, so there's no need to download it.)
- **Complete the following forms contained in the Grants.gov application package.**
 1. Application for Federal Domestic Assistance – Individual Form
 2. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:
 - ATTACHMENT 1: Narrative (name the file "narrative.pdf")
 - ATTACHMENT 2: Bibliography (name the file "bibliography.pdf")
 - ATTACHMENT 3: Résumé (name the file "resume.pdf")
 - ATTACHMENT 4: Writing sample. Name the file "writingsample.pdf".
 - ATTACHMENT 5: Publisher's letter of interest or commitment (if applicable). Name the file "publisherletter.pdf."
 3. NEH Supplementary Information for Individuals Form.
- **Upload your application to Grants.gov.** NEH **strongly** suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.

- **Monitor the status of your letters of recommendation, interest, and commitment.** You may do so by logging in to [the secure area of NEH's website](#). All letters must be received no later than March 24, 2015.